

**RULES AND REGULATIONS  
OF THE MAYORS' CITY SELECTION COMMITTEE  
OF SHASTA COUNTY**

**RULE I**

**COMMITTEE MEMBERS**

**SECTION 1:** The membership of the Mayors' City Selection Committee of Shasta County (Committee) shall consist of the mayor of each city within the county.

**SECTION 2:** The mayor of each city shall select up to two members of his or her city council to act as alternates in his or her absence.

**SECTION 3:** A majority of the Committee members shall constitute a quorum, and no business may be conducted unless a quorum is present. Whenever a quorum is not present, the meeting shall be postponed or adjourned to a subsequent time and place as determined by the Chairperson.

**RULE II**

**OFFICERS AND SUB-COMMITTEES**

**SECTION 1:** The Committee shall select a Chairperson and Vice-Chairperson. The Chairperson will serve a one-year term, with the Vice-Chairperson succeeding the Chairperson the following year. Chairperson and Vice-Chairperson will serve in alphabetical rotation (by city name): Anderson, Redding, and ShastaLake.

**SECTION 2:** The Chairperson may appoint such sub-committees, as he or she deems necessary.

**SECTION 3:** In accordance with Government Code section 50276, the Clerk of the Board of Supervisors shall act as the permanent secretary and recording officer.

**RULE III**

**MEETINGS**

**SECTION 1:** Regular meetings of the Committee shall be called by the Clerk of the Board and held no later than the fourth Thursday in January in a conference room at the Shasta County Administrative Center, located at 1450 Court Street, Redding, California scheduled by the office of the Clerk of the Board of Supervisors. Such regular meetings may be adjourned from day to day, or to any day prior to the regular meeting day until the business before such Committee is disposed of.

**SECTION 2:** Special Meetings may be called by the Chairperson, or the Vice-Chairperson in the Chairperson's absence, or upon the written request of two-thirds (2/3) of the

members, and when a special meeting is so requested, said meeting shall be called and held within one working day after receipt of such written request.

**SECTION 3:** The secretary shall also give reasonable notice to each Committee member of the time, date, and place at which a meeting of the Committee is continued.

## **RULE IV**

### **CONDUCT OF BUSINESS**

**SECTION 1:** All meetings shall be conducted by the Chairperson.

**SECTION 2:** The secretary, or his or her designee, shall attend all meetings of the Committee, and shall record in writing all votes and action taken by the Committee and shall include the name of each member voting and how he or she voted.

**SECTION 3:** A quorum of membership is required for all actions of the Committee, and all votes shall be taken by voice vote and recorded.

**SECTION 4:** The regular order of business of the Committee shall be:

- A. Roll Call
- B. Public Comment Open Time
- C. Election of Chairperson and Vice-Chairperson
- D. Approve Minutes
- E. Nomination and Appointment of City Representatives
- F. Other Matters
- G. Adjournment

**SECTION 5:** The Agenda shall be prepared by the secretary for each meeting of the Committee, and an abstract of all matters requiring action shall be set forth therein.

**SECTION 6:** The Chairperson of the Committee shall present order and decorum and shall decide questions of order, subject to appeal to the Committee.

**SECTION 7:** Except as otherwise provided by law, any Rule may be amended or repealed at any time by a two-thirds (2/3) vote of the Committee; provided that any such amendment on appeal shall not affect any pending matter.

**SECTION 8:** Unless otherwise provided by these Rules, all proceedings before the Committee shall be guided pursuant to the Parliamentary Rules of Procedure, as prescribed in

*Robert's Rules of Order*, a copy of which is on file in the Office of the Clerk of the Board of Supervisors.

**SECTION 9:** Following the conduct of a meeting, the secretary shall prepare meeting minutes which shall be mailed to each Committee member. The minutes shall be deemed approved without further Committee consideration unless, within 30 days from the date of mailing, the secretary is notified by a Committee member that a correction is requested. If a correction is requested, the proposed change will be submitted to each Committee member. If no objection to the correction is received, the minutes shall be deemed approved as corrected. The Chairperson shall sign the minutes and an approved set of minutes will be mailed to each Committee member. The Clerk shall be authorized to make minor corrections to the minutes that do not alter action and a corrected set of minutes will be mailed to each Committee member. Copies of the minutes of the previous meeting shall also be made available at the next Committee meeting.

## **RULE V**

### **PROCEDURE FOR NOMINATING AND SELECTING CITY REPRESENTATIVES TO A COMMITTEE/COMMISSION**

**SECTION 1:** The City Selection Committee shall select city representatives and alternative representatives to the following commissions and committees:

- A. Airport Land Use Commission (Public Utilities Code §21674, Board of Supervisors Resolution 83-260)
- B. Local Agency Formation Commission (Government Code §§56325 and 56335)
- C. Local Transportation Commission (Government Code §29535)
- D. Superior California Economic Development District (Joint Powers Authority)
- E. Air Pollution Control Board (Government Code §40100.5(d)(1))
- F. Shasta County Consolidated Oversight Board (Government Code 50270)

**SECTION 2:** The City Selection Committee may select city representatives, and alternative city representatives, for other multi-agency entities created by statute or joint powers agreement, or otherwise, consistent with the applicable statutes or enabling agreement.

**SECTION 3:** Elected city representatives to the **Airport Land-Use Commission (ALUC)** shall be selected from nominations of elected officials submitted by the Mayors of the cities of Anderson and Redding, based on their ownership of or proximity to one or more existing public-use airports.

If the office of a regular city member becomes vacant, the alternate member may serve and vote in place of the former regular city member until the appointment of a new regular city member is made to fill the vacancy. If a member who is a city

officer ceases to be an elected officer of a city during his or her term, his or her membership on the ALUC shall be considered vacant.

**SECTION 4:** Two elected city representatives, and an elected alternate city member, shall be appointed to the Shasta Local Agency Formation Commission (LAFCO) based on those nominations submitted by the Mayors of each city as provided herein.

If the office of a regular city member becomes vacant, the alternate member may serve and vote in place of the former regular city member until the appointment of a new regular city member is made to fill the vacancy. If a member who is a city officer ceases to be an elected officer of a city during his or her term, his or her membership on the LAFCO shall be considered vacant.

Commission member rotation shall be as follows:

<u>Rotation</u>	<u>Representatives</u>	<u>Alternate</u>
Rotation 1	Anderson and Shasta Lake	Redding
Rotation 2	Shasta Lake and Redding	Anderson
Rotation 3	Redding and Anderson	Shasta Lake

Effective January 2017 rotating annually as stated above.

**SECTION 5:** Three elected city representatives to the Shasta County Local Transportation Commission shall be selected by the City Selection Committee, based on a single nomination submitted by the mayor of each city. This shall be the case for so long as a City of Redding official represents Redding Area Bus Authority (RABA) as the transit operator on the Commission.

The Committee may appoint alternate members, as nominated by each city represented, to serve in the place of the appointed regular members when the regular members are absent or disqualified from participating in a meeting of the Commission.

**SECTION 6:** Pursuant to Superior California Economic Development District (SCEDD) bylaws Shasta County provides four SCEDD Board Members as follows:

“Shasta County Board of Supervisors and the City Council of the City of Redding will each appoint one of its members as director, and one of its members as alternate. One mutually selected director appointed by the City Council of the City of Shasta Lake or one from the City Council of the City of Anderson, the alternate to be selected from the other of the two respective cities, which members shall be appointed on alternate years beginning with the director from the City of

Anderson as of July 1, 1995. Shasta County Board of Supervisors will appoint one public member to serve as director.”

**SECTION 7:** Two city representatives and an alternate city member from the City of Redding shall be appointed to the **Air Pollution Control Board (APCB)** based on the nomination submitted by the mayor of the City of Redding.

**SECTION 8:** Pursuant to Government Code 34179 a single consolidated oversight board replaced three oversight boards to the Successor Agencies of the former redevelopment agencies in Shasta County. It has fiduciary responsibilities to holders of enforceable obligations and the taxing entities that benefit from distribution of property tax and other revenues. The Committee shall appoint one member to the **Shasta County Consolidated Oversight Board.**

**SECTION 9:** Where vacancies arise in positions occupied by City Selection Committee appointees, a special meeting may be held pursuant to Rule III to fill any such vacancy. In the absence of a regular meeting of the Committee to make appointments, the existing regular and alternate appointees shall continue to serve on the affected committees and commissions.

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